



Purpose and General Process

The scheduled Express Review service is available for those projects which require limited plans review time, and little or no review by other City Departments. Eligibility for scheduled Express Review is determined by City Planning & Development (CPD) Plans Review staff based upon the complexity of the review and availability of staff; please see the respective sections for Commercial and Residential Express Reviews. If an Express Review application is determined to not be eligible for an Express Review, then the application may be placed into the standard review process, or the applicant will be instructed to re-apply if the incorrect application was chosen. It is important the applicant determines eligibility before making an appointment as the Express Review fee may be assessed for occupying an Express Review appointment if a project ends up not being eligible.

Contact CPD Code Questions, (816) 513-1511, with questions concerning the eligibility of a specific project.

Before scheduling an Express Review, a plan application must be made in [CompassKC](#), with files uploaded and a case number ready. Scheduled Express Reviews, when not required to be scheduled directly with a Plans Examiner, must be scheduled by calling (816) 513-1500. Resubmittals, Deferrals, and Changes to Previously Approved Plans reviews for Standard Review projects *may* be eligible for Scheduled Express Review. **Appointments for resubmittal reviews, deferrals, and changes to previously approved plans must be made with the original Plans Examiner** (not through the Express Appointment Calendar scheduled by the Front Desk unless the project began as an Express Review).

Scheduled Express Review service offers the benefit of securing a definite review date and time that may be sooner than the standard submission. An in-person meeting is required for residential express reviews and optional for commercial express reviews. While meeting attendance is optional for commercial express reviews, Plans Review Staff asks that applicants be available for questions regarding the project during the appointment time. For projects which are required to be reviewed by additional City departments and approved prior to issuance of permits, the benefit of this program is the applicant is aware of CPD Plans Review's comments immediately and, therefore, has more time to prepare and submit required clarifications and revisions.

The scheduled Express Review fee for one- and two-family dwellings is \$30, in addition to the building permit fee or any other fees. Commercial projects are charged \$75, in addition to the building permit fee or any other fees. Scheduled Express Fees are charged for each review appointment, including resubmittal reviews when scheduled as an Express Review.

Please reference any applicable [Information Bulletins \(IB\)](#), but especially take note of [IB No. 100](#) for residential projects or [IB No. 110](#) for commercial projects, to ensure that plans are complete and that all required information is provided for review.

Once the plans have been approved, the plan contacts will be instructed to apply for the permit as a sub-record in [CompassKC](#). Once the permit application is made, please contact the Permits Division at cdpermits@kcmo.org or at (816) 513-1500 to request expedited permit review and issuance.

Commercial Express Reviews

Projects that are generally eligible for Express Review as a first-time review:

- Minor structural-modifications-only projects.
- Fire sprinkler and fire alarm system modifications.
- Minor miscellaneous trade work only projects.
- Similar projects which require approved plans may be eligible for scheduled express review.

First reviews of Tenant Finish/Remodel, Change of Occupancy, New Buildings, and/or Additions type applications are not eligible for scheduled Express Review, even if the work is minor. *Eligibility for scheduled Express Review is determined by City Planning & Development (CPD) Plans Review staff based upon the complexity of the review.*

Residential Express Reviews

For Residential Express Reviews (projects that may be designed under the IRC and IB No. 100) that start as an Express, the description/scope must have "Express" entered by the plan applicant as the first word in the description field.

Projects that are generally eligible for Express Review as a first-time review:

- Minor Structural Remodel to a Single-Family House, Duplex, or single unit of a Townhouse.
- Residential Solar Plan application.
- Residential Miscellaneous Structures (septic, retaining walls, decks that require plans, etc.).
- Detached Residential Accessory Building (except for a new Accessory Dwelling Unit).
- Small Addition to a Single-Family House. Small is intended to mean no more than 50% of the size of the existing house or 500sqft total, whichever is less.
- Construction of a New Single-Family House:
 - Only for the bona fide homeowner intending to construct, obtain permits for, and exclusively live in the building.
 - Must schedule two consecutive time blocks but will be just one fee.

First reviews of all other applications are not eligible for scheduled Express Review. *Eligibility for scheduled Express Review is determined by City Planning & Development (CPD) Plans Review staff based upon the complexity of the review.*

Note: For the required attendance for residential express reviews, due to the currently limited space, we request that no more than three persons are present.